

**READ THIS INFORMATION CAREFULLY. KEEP THIS PAGE FOR YOUR RECORDS.**

**APPRENTICE REQUIREMENTS:**

1. Apprentice training is on-the-job training in a cosmetology salon/shop and under the direct supervision of a licensed master licensee with at least 36 months' experience.
2. Each master cosmetologist or esthetician, nail technician licensee in a salon/shop may train only one (1) apprentice at a time.
3. If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
4. Any person at least 17 years of age may qualify to train as an apprentice.
5. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1<sup>st</sup> of January, the 1<sup>st</sup> of April, and the 1<sup>st</sup> of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.  
**The salon/shop owner and master level trainer are responsible for submitting the apprentice hours after the apprentice has completed the hours or is no longer apprenticing under the current master level trainer.**
6. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and or licensure. The Master Cosmetologist, Esthetician, Nail Technician and Instructors examinations will be administered **only** by D. L. Roope Administrations, Inc. Cosmetology examination information inquiries should contact D. L. Roope at 1-888-375-2020, or D. L. Roope Administrations, Inc., P.O. Box 631, Hampden, ME 04444-0631, Fax (207) 848-5511, or visit [www.DLRoope.com](http://www.DLRoope.com) for information about the examination, fees, dates, locations, exam content and grade notifications.

**CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED, NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.**

**APPRENTICE TRAINING:**

1. The apprentice will receive a certificate of registration for a period of two (2) years. The certificate may be renewed at the end of such period by filing an application with the Board office and submitting the applicable renewal fee by the expiration date. The renewal fee increases if submitted after the expiration date of the apprentice license.
2. **Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active. Only one apprentice renewal is allowed.**
3. Upon the expiration of the last certificate of registration issued, such person shall not be permitted to practice the occupation in any way until he or she obtains his or her master cosmetology license.

**CHANGE OF TRAINING:**

If any of the following occurs during the apprenticeship, a new apprentice application must be filed with the Board office and a fee of \$45.00 must be submitted with the application – **NO EXCEPTIONS:**

- Change of Master supervising the apprentice; or
- Apprentice changes to a new salon; or
- If the salon where you are apprenticing changes name, location or ownership causing a new salon license number to be issued.

**COSMETOLOGY APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:**

COSMETOLOGIST --- 3,000 HOURS AND 18 MONTHS OF TRAINING  
HAIR DESIGNER --- 2,650 HOURS AND 14 MONTHS OF TRAINING  
ESTHETICIAN --- 2,000 HOURS AND 18 MONTHS OF TRAINING  
NAIL TECHNICIAN --- 1,050 HOURS AND 8 MONTHS OF TRAINING